

Auburn University

Department of Intercollegiate Athletics

Open Records Act Policy

POLICY STATEMENT

The Code of Alabama 1975. Section 36-12-40 states that "Every citizen has a right to inspect and take a copy of any public writing of this state, except as otherwise expressly provided by the statute." It is the policy of the Auburn University Department of Intercollegiate Athletics to make copies available records that are reasonably necessary to record the department's operations that are not otherwise protected by law.

In order to facilitate this service, the department has adopted the following policy.

POLICY PROCEDURES

SUBMITTING A REQUEST: Members of the public requesting open records should draft a letter or email with the following information:

- a. Name, address, phone number, email address of the requester of the documents
- b. Description of the specific documents being requested
- c. Intended purpose of the document's use

The information can be submitted by email at carner@auburn.edu, by fax to (334) 844-0733 or by mail to:

Cassie Arner
AU Department of Intercollegiate Athletics
392 S. Donahue
Auburn, AL 36849

REQUEST FEE REQUIREMENTS: [The Alabama Open Records Act](#) permits agencies to charge a "nominal" fee for actual expenses of providing certain [Freedom of Information Act](#) (FOIA) services. The following fee requirements apply for Auburn University's Department of Intercollegiate Athletics:

- All requesters will be charged a copy fee of \$0.10 per page (applies for both paper copies and electronic versions).
- All requesters will be assessed a fee of \$10 per hour.
- Agencies may not submit multiple separate requests to avoid fees.
- Agencies, not members, of the Alabama Press Association will be asked to provide payment prior to fulfillment of the request. If a payment is late or outstanding, additional requests will be withheld until payments are received.